

Administrative Assistant

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$21.85 to \$25.30 hourly

Employment status: Contract / Temporary to Hire

Description

If your dream job is heavy on mail merging, pivot tables, and presentation design, this could be the **Administrative Assistant** job for you! If you're results-oriented, you might be the Administrative Assistant Robert Half is looking for to perform various administrative and office support duties. We are looking for people who are deeply passionate about growing their careers as an Administrative Assistant. This is a **long-term contract / temporary to hire** opportunity in the **Mclean, Virginia** area, so Administrative Assistant candidates looking for that kind of arrangement are encouraged to apply.

What you get to do every day

- Provide help when needed with various projects for other employees
- Tend to word processing, filing, and faxing duties
- Greet and instruct visitors
- Answer telephone calls and return voicemails

Requirements

- At least 1 year of Administrative Assistant experience preferred
- Microsoft Office experience desired
- Deep understanding of navigating basic office equipment and protocols
- Basic Computer Skills experience preferred
- Accomplished computer skills are a must. This includes word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Excellent written, verbal and social communication skills
- Ability to use the internet for research

Are you a passionate self-starter looking to grow within a dynamic company and thrive in a creative environment? Then we would love to hear from you! This position will be filled by the end of the week so contact us immediately!

-Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. [Download the Robert Half app](#) and get 1-tap apply, instant notifications for AI-matched jobs, and more.

Questions? Call your local office at 1.888.490.4154. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more

information.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.